



TRANSFORMING UNLOVED SPACES: OPEN CALL ROUND TWO

Application deadline:
Monday 18 November 2019, 12:00 noon (midday)

BACKGROUND

Waltham Forest is a borough in north-east London. It is a place which inspires and supports creativity, attracts artists and cultural businesses and has a long history of making.

Waltham Forest is the first ever London Borough of Culture. The award from the Mayor of London will ensure arts and culture is placed at the heart of its communities. The year will explore the theme Radicals, Makers and Fellowship in a collaboration between residents, artists and creatives producing a once in a lifetime celebration of the borough.

Making Places is a £1m initiative by Waltham Forest Council which will deliver a creative project in each of the twenty wards across the borough, in partnership with local councillors and communities. Projects will have a lasting impact, creating places which are brighter, safer and where residents and visitors enjoy spending time.

In 2017, residents nominated spaces in their neighbourhood that they wanted to see transformed. A lead councillor for each ward made the final decision on which site to put forward for Making Places. The list of sites includes parks, street corners, alleyways, stations and housing estates. Resident and councillor feedback has been incorporated into the Site Information document, in the 'suggestions for approaches' section.

Projects for the first 14 Making Places sites were selected following an open call in 2017. Projects completed to date include a communal table at Albert Crescent, multi-use community spaces at Aldriche Way and Attlee Terrace, a sculptural installation in Low Hall Wood, an amphitheatre in Higham Hill Park and a pavilion in Ridgeway Park. We are now seeking creative proposals for the remaining sites through a second open call.

Making Places is being managed in partnership with Create, an agency which exists to explore the ways artists can contribute to the lives of people in cities. Create helps artists to connect more closely with communities through an ambitious programme of projects and their work is primarily focused in east London.



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CREATE

THE BRIEF

Project Duration: Contracts will be awarded by December 2019, following the selection process. Projects should be installed by the end of September 2020.

Budget: Up to £40,000 per site (plus VAT, where chargeable). This should be allocated as follows:

15-25% Fees

65-80% Production

5-10% Maintenance

Applicants: The open call is for artists and creative practitioners from anywhere in the UK to propose a long-term physical installation or intervention at one or more of the nominated sites. It is open to all creative practitioners, including, but not limited to: artists, design studios, architects, landscape gardeners and makers.

Applicants may submit multiple proposals but a maximum of two projects will be awarded to any one artist/ creative team.

We welcome proposals from individuals, groups, organisations and partnerships and particularly encourage creative teams to apply with nominated fabricators, installers or specialist delivery partners to demonstrate feasibility.

Applicants should have demonstrable experience of designing and delivering outdoor and public realm works and ideally be in a position to either fabricate, construct and install the proposal themselves, or to directly appoint and manage contractors to do so.

Proposals: We are looking for ambitious, high quality proposals that transform unloved spaces, benefit residents and become cultural landmarks in the borough. Ideas for projects might include: lighting installations, planting schemes, sculptures, playable landscapes, outdoor furniture, applied artwork etc.

Proposals should be site specific and respond to the issues raised and suggestions made by residents as covered in the *Site Information* document.



Proposals should include a detailed description of how local communities and stakeholders will be engaged in the development of the design. Budget proposals should include the cost of community engagement including marketing and a launch event, which the council will also help to subsidise.

Projects will need to have a minimum lifespan of five years. All projects will need to be weather, fire and graffiti resistant, accessible and consider possible anti-social behavior issues.

The upkeep and ongoing maintenance of the projects, once installed, will be the responsibility of the council, though artists/ designers will be expected to provide a Maintenance Plan. A budget allocation of between 5-10%, will be retained by the council to enable this. The level of management and maintenance required by each project, once installed, should be kept to a minimum.

See *Site Information* for further information, including photos, maps, feedback from residents and suggested ideas. You can also see the locations which were selected: www.makingplaces.co.uk/chosen-sites

Contracts and Insurance: The winning entrant will be expected to operate as an appropriately defined legal entity and will be required to carry Public Liability insurance for £3,000,000, Employment Liability insurance for £5,000,000 and £1,000,000 Professional Indemnity insurance.

The council will select the appropriate contract, based on the nature of the winning proposals and the scope of work to be undertaken by the winning artist/ creative team. These will include the council's standard Artist Commission contract and its Standard Terms and Conditions for Services contract.



Project Phasing and Payment Schedules

The council anticipates the following phases and milestones in the development of each Making Places commission, following signature of contracts. Approval from the council and private landowners (Network Rail), where necessary, will be required at the conclusion of each phase. Payment stages will be linked accordingly.

- **Design Development (approx. January – March 2020)**

This phase should include: detailed site analysis (including surveys

where necessary), community and stakeholder engagement, design modifications, material specifications and detailed costings. Planning permission may also be required if designs are outside of permitted development.

- **Detailed Design (approx. April – June 2020)**

This phase, which may require the appointment of contractors, should include technical drawings, construction plans, risk assessments and method statements. Any formal consents or licenses (e.g. Section 50) should be secured during this phase.

- **Fabrication and Installation (approx. July – September 2020)**

This phase should include the procurement of materials, preparation or groundworks on site, the physical production of the proposal, its installation on site and the creation of a maintenance plan. Site visits will take place during this stage and final adjustments may be required before project completion.

- **Launch (dependent on completion date)**

A launch event for residents, to be planned in dialogue with officers and local councilors, should take place to celebrate the project.

SITE VISITS

A bus tour of the Making Places sites will take place on **Tuesday 22 October at 2-5pm**. It will conclude with a Q&A session at One Hoe Street in Walthamstow from **5.30-7.30pm**.

Please book in advance for the bus tour and/ or Q&A via Eventbrite:

<https://makingplacesitetour221019.eventbrite.co.uk>.

If applicants would like to visit sites independently, exact locations can be found in the *Site Information* document. Site visits are highly recommended before applying.

SUBMITTING YOUR PROPOSAL

Applicants are invited to submit their proposal before 12:00 noon (midday) on Monday 18 November 2019 on London Tenders Portal. If you don't already have a profile, you will be required to sign up to London Tenders Portal in order to submit a proposal.

Before submitting your proposal, you should also read the *Site Information*



and *Invitation to Tender (ITT)* which sets out legal and procurement requirements as well as a more detailed timeline. This can be downloaded from London Tenders Portal.

When applying, you will be asked to respond to the following questions, ensuring you refer to the maximum word count. Please be as specific as possible.

1. What is your idea? **A)** Please provide a short summary (50 words)
B) Please provide a longer description (250 words)
2. Please provide illustrations of your proposed idea. These can take the form of: drawings, plans, photo collages or CGI rendered images (maximum total 2MB)
3. What relevant experience do you have? **A)** Please provide a short summary of your practice (50 words) and **B)** Describe relevant past projects, clearly stating: your role, the budget, key stakeholders and project lifespan. You may include links to websites/ online coverage (250 words)
4. Why have you chosen this site? How will your project benefit residents? (150 words)
5. How will you engage residents in the development/ delivery of your proposal? (200 words)
6. What physical works are required to deliver the proposal? Please include all off-site and on-site work, including groundworks, access to power and whether you anticipate a need for road/ pavement closures or site storage. (150 words)
7. What elements of the proposal would you take responsibility for and what would you need others to do? Consider the need for: public engagement, structural engineering, technical design, procurement of materials, fabrication and building works on site. (150 words)
8. If you require other individuals or companies to help deliver your proposal, have you identified who they are? Will you act as a 'main contractor' and appoint/ manage them yourself or would you require the council to do this? (100 words)
9. Please provide a detailed budget for your proposal (maximum £40,000+VAT if chargeable). This should include: design and project management fees, investigations (e.g. surveys), community engagement, planning permission and licenses (if required),



materials and components, power connections (if required), fabrication and installation, launch and maintenance costs. Estimates should be based on quotations, where possible, which you may be asked to provide.

10. What do you anticipate the design life of your project will be? What management or maintenance will it require to ensure it remains safe and attractive over the minimum period of five years? (150 words)
11. Could your proposal be adapted to work at another site? (50 words)

Please make sure that your application is directed to the correct site or 'lot' on London Tenders Portal.

SELECTION PROCESS

Evaluation and selection of proposals will take place November - December. Longlisting will be undertaken internally, in liaison with key stakeholders.

Longlisted proposals will be judged by a panel of industry experts who will recommend a shortlist.

Images and summary texts from the shortlisted proposals will be uploaded to the Making Places website where residents will be asked to comment. Engagement events will also be held in each ward to gather feedback on the shortlisted proposals.

Shortlisted applicants will be invited to attend an interview or conference call to present their proposal in more detail and answer questions.

The final selection will be made by the lead councillor for each ward.

EVALUATION CRITERIA

Applications will be judged on the following criteria:

- 30% Quality of proposal and track record (Questions 1-3)
- 30% Local engagement and benefit to community (Q. 4-5)
- 20% Feasibility and value for money (Q. 6-9)
- 20% Ease of maintenance and project legacy (Q.10)



ADDITIONAL INFORMATION

Please read the following documents before submitting your proposal, found at www.makingplaces.co.uk and London Tenders Portal.

- **Site Information**
- **Invitation to Tender (ITT)**

If you have any questions about the open call, please email opencall@makingplaces.co.uk

Or contact, Nicky Petto, Making Places Open Call Manager:
nicky.petto@walthamforest.gov.uk

In order to ensure a fair and transparent process, questions and answers that are relevant to all will be added to the Open Call page of the website www.makingplaces.co.uk/open-call



